



The 24 RapidAction keys have one or more functions associated with them. Secondary functions are accessed using combinations of the left-hand SHIFT and CTRL operator keys. All key combinations available for each RapidAction key are listed in the table below. The availability of key functions when working Offline and/or Online is also indicated. Keys are listed in alphabetical order.

Black			Available
Sets the current page background to black.			Online Offline
+ Left SHIFT	Picture Bgnd	Displays the Open Background Picture dialog box where you can select a background picture for the currently selected page. Also available using Page>Change Background.	Online Offline
Cntr Pg Horizon			Available
<i>Only valid whilst editing a text page.</i> Centres the text page horizontally. Also available using Text>Text Justification>Centre.			Online Offline
+ Left SHIFT	Cntr Pg Vertical	Only valid whilst editing a text page. Centres the text page vertically. Also available using Text>Text Justification>Centre Vertically.	Online Offline
Cntr Row			Available
<i>Only valid whilst editing a text page.</i> Centres the row of text containing the text cursor. Also available using Text>Text Justification>Centre.			Online Offline
Delete Row			Available
<i>Only valid whilst editing a text page.</i> Deletes the row of text containing the text cursor.			Online Offline
Erase Layer			Available
Deletes the currently selected page element or group of elements from the page open in the Graphic Edit window. Also available using Edit(Job)>Delete.			Online Offline
+ Left SHIFT	Erase Page	Deletes the page or group of pages currently selected in the Page Browser or Page List. Also available using Edit(Job)>Delete.	Online Offline
Font			Available
<i>Only valid whilst editing a text page, line or spline.</i> Selects the Font drop-down list box on the relevant control set on the Graphic Tools. Select a font from the drop-down list box.			Online Offline
+ Left SHIFT	Browse	Displays the Open Job dialog box where you can select a new job to open. If there are any unsaved changes within the current job, a message will appear asking if you want to save the changes before the job is closed. Also available using File>Open Job.	Online Offline
Font Height			Available
<i>Only valid whilst editing a text page, line or spline.</i> Selects the Height increment box on the relevant control set on the Graphic Tools.			Online Offline
+ Left SHIFT	Font Width	<i>Only valid whilst editing a text page, line or spline.</i> Selects the Width increment box on the relevant control set on the Graphic Tools.	Online Offline
Goto Field			Available
+ Numeric keypad number		<i>Only valid whilst editing a text page.</i> Enables the movement of the text cursor to a specified field, ready for typing. Must enter field numeric ID using the numeric keypad before pressing Goto Field. Num Lock must be ON.	Online Offline
+ Left SHIFT	Insert Field	Only valid whilst editing a text page. Inserts a field marker at the current text cursor position. Also available using Text>Markers>Insert>Field.	

Insert Text Layer			Available
Inserts a new text page layer on the current page open in the Graphic Edit window. Also available using Text>Text Page.			Online Offline
Insert Row			Available
<i>Only valid whilst editing a text page.</i> Inserts a new row above the row of text containing the text cursor			Online Offline
Logo			Available
<i>Only valid whilst editing a text page.</i> Displays the Insert Logo dialog box where you can select a logo file to insert. Also available using Text>Insert Logo.			Online Offline
+ Left SHIFT	Cell	Insert a new cel graphic layer, except when editing a text page when it will insert a cel into the text layer at the current edit position. Displays the Insert Cel Animation dialog box. Also available using Graphics>Cells / Video>Cel Animation and Text>Insert Cel.	Online Offline
Read			Available
+ Numeric keypad number		Closes the current page and opens the page corresponding to the number entered on the numeric keypad. Must enter a page number using the numeric keypad before pressing Read. If the page does not exist, pages up to and including that page will be created. Pages up to the specified page are not listed in the Page Browser or Page List until they are edited. Num Lock must be ON. Also available using Page>Goto	Online Offline
Save Current Job			Available
Saves the current job. If the job has not been saved, the Save Clarity Job dialog box appears where you can specify a name and save the current job. If an unsaved page stack was open, the Save Stack As dialog box appears where you can specify a name and save the current page stack. If the page currently open in the Graphic Edit window has unsaved changes, you will be asked if you want to save or abort the changes on the current page before being given the opportunity to save the job.			Online Offline
+ Left SHIFT	Reset	Clears the current job from memory, including all caches. Equivalent to selecting File>Reset>Job. If there are any unsaved changes within the current job, a message will appear asking if you want to save the changes before the job is reset.	Online Offline
Store			Available
+ Numeric keypad number		Saves the current page open in the Graphic Edit window to the page corresponding to the number entered on the numeric keypad page. Must enter a page number using the numeric keypad before pressing Store. If the page does not exist, pages up to and including that page will be created. Pages up to the specified page are not listed in the Page Browser or Page List until they are edited.	Online Offline
+ CTRL + SHIFT		Additionally clears all links to global fields on the stored page, and then re-edits the original page.	
Style A - H			Available
When editing a text page or text element, applies the specified style (A-H) stored on the User Defined Styles control tab to a selected text block or text element and enables its use for subsequent typing. When editing a rectangle, rounded rectangle, cutout, paste live object, cel animation or foreground video clip, applies (where applicable) the relevant size, position, colour, transparency and edge effect stored with the specified style (A-H). Styles must be defined before this function can be used.			Online Offline
+ Left SHIFT	Store Style A-H	When editing a text page or text element, stores the styling attributes of a selected text block or text element to the specified style (A-H) on the User Defined Styles control tab. When editing a rectangle, rounded rectangle, cutout, paste live object, cel animation or foreground video clip, stores (where applicable) the relevant size, position, colour, transparency and edge effect to the specified style (A-H).	Online Offline



Style A - H			Available
+ Left SHIFT	Style I-P	When editing a text page or text element, applies the specified style (I-P) stored on the User Defined Styles control tab to a selected text block or text element and enables its use for subsequent typing. When editing a rectangle, rounded rectangle, cutout, paste live object, cel animation or foreground video clip, applies (where applicable) the relevant size, position, colour, transparency and edge effect stored with the specified style (I-P). Styles must be defined before this function can be used.	Online Offline
+ Left CTRL + Left SHIFT	Store Style I-P	When editing a text page or text element, stores the styling attributes of a selected text block or text element to the specified style (I-P) on the User Defined Styles control tab. When editing a rectangle, rounded rectangle, cutout, paste live object, cel animation or foreground video clip, stores (where applicable) the relevant size, position, colour, transparency and edge effect to the specified style (I-P).	Online Offline

Style Apply			Available
<i>Only valid whilst editing a text page. Only valid when the Style Copy box is cleared on the Text Page control set. Applies the current Graphic Tools settings to a selected text block or text element. Also available using Edit(Job)>Paste Style.</i>			Online Offline
+ Left SHIFT	Style Browse	<i>Only valid whilst editing a text page. Displays the User Defined Styles control tab on the Graphic Tools.</i>	Online Offline

Style Pick			Available
<i>Only valid whilst editing a text page. Only valid when the Style Copy box is cleared on the Text Page control set. Copies the character styling of the character at the current text cursor position to the Graphic Tools. Also available using Edit(Job)>Copy Style.</i>			Online Offline
+ Left SHIFT	Safe Area	Displays the Safe Area control tab on the Graphic Tools where you can specify safe area settings.	Online Offline

